CLASS TITLE:  COLLEGE FISCAL ANALYST

BASIC FUNCTION:

Under the direction of the College Business Manager, perform a variety of professional-level budget and accounting work.

DISTINGUISHING CHARACTERISTICS:

In comparison to a Financial Analyst, a College Fiscal Analyst has a narrower scope of fiscal oversight responsibility requiring less independence in exercising discretion, less analytical proficiency, and a lower-level knowledge of principles and practices relating to institutional fund accounting. A Financial Analyst performs work of broader scope and greater complexity that is less subject to review than that of a College Fiscal Analyst. This includes additional responsibility for working with district-wide budgets, general ledger account reconciliations, and performing year-end closing entries for all restricted funds.

REPRESENTATIVE DUTIES:

Review, audit, monitor, and approve a variety of accounting and budgeting work from personnel at a college, including purchasing requisitions, invoices, account reconciliations, budget transfers, and various reports; submit work to staff at the District Administrative Center for approval. E

Verify, reconcile, balance, and adjust a variety of complex college accounts. E

Research, collect, and synthesize a variety of statistical and financial data; analyze and interpret accounting and financial data; make recommendations regarding the implications of such data; prepare a wide variety of fiscal reports. E

Review, interpret, apply, and explain a variety of technical documents, rules, regulations, and procedures pertinent to budget and accounting functions to both staff and management. E

Serve as a technical resource to college personnel regarding assigned accounting functions; respond to inquiries and provide technical information concerning transactions, budgets, records, forms, and funding source requirements. E

Analyze and review accounting processes and procedures; formulate and recommend changes and revisions as needed to ensure effective and efficient operations. E

Audit, assemble, and monitor the college budget and year-end projections; compile various information, such as expenditures, remaining balances, transfers, and adjustments; audit and process various accounting transactions; compile and prepare financial data for input into a fully integrated financial information system. E

Assist college management and program administrators in the development, preparation, maintenance, and evaluation of budgets for a variety of programs; identify budget problems; recommend solutions, and implement corrective adjustments. E

New Classification
June 2013
Monitor a campus position control system to track permanent employees, vacant positions, and requests for new positions; identify salary savings based on vacant positions to be utilized for other college needs.  

Maintain confidentiality of budgetary and personnel information and records.  

Process, maintain, and file a variety of fiscally related records.  

Provide guidance, training, and technical direction to staff as assigned.  

Perform other duties as assigned.  

E = Essential Duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of governmental and institutional fund accounting  
Generally Accepted Accounting Principles (GAAP)  
Applicable sections of State Education Code and State Community College Budget and Accounting Manual as they pertain to the District’s budget and accounting system  
Modern software packages, including word processing, database, and spreadsheet applications  
Principles and practices of budget development  
Fully-integrated computerized financial management systems  
Principles and practices of administrative research and report preparation  
Principles and procedures of financial record keeping and reporting  
Principles and practices of business communication  
Methods and techniques of effective customer service  
Modern office practices, procedures, and equipment  
Principles, methods, and techniques of financial analysis

ABILITY TO:

Establish and maintain effective working relationships with those contacted in the course of work  
Analyze situations and adopt effective courses of action  
Communicate clearly and concisely, both orally and in writing  
Interpret and apply new and proposed legislation, contracts, State budget information, and projections to determine current and potential impact on the assigned college  
Provide guidance, training, and technical direction to staff and management  
Plan and organize work to meet schedules and timelines  
Exhibit detail orientation in the performance of duties  
Work confidentially with discretion  
Perform mathematical calculations quickly and accurately  
Exercise tact and judgment in responding to inquiries and resolving difficult complaints and problems  
Identify, research, investigate and resolve financial issues, errors and discrepancies  
Exercise initiative and independence of judgment and action  
Prepare and maintain clear and accurate financial reports, statements, and records
EDUCATION AND EXPERIENCE:

Any combination equivalent to:

**Education**: A bachelor’s degree including or supplemented by at least 12 semester units of accounting coursework.

**Experience**: Three years of technical or two years of professional-level accounting or budget experience.

WORKING CONDITIONS:

**ENVIRONMENT**:

Office environment
Constant interruptions

**PHYSICAL ABILITIES**:

Sitting and operating a keyboard to enter data into a computer for extended periods of time
Dexterity of hands and fingers to operate a computer and standard office equipment
Reaching to retrieve and file records
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and audit financial records

**HAZARDS**:

Extended viewing of computer monitor